

May 8, 2021

HR Department
Head Office of PT Mentari Jaya
Jl. Halimun Raya No. 50
Jakarta Pusat

Dear Sir or Madam

I am writing to you to ask about the possibility of working in your company that is informed by LinkedIn. From this letter, I am interested to join your company as a secretary.

My name is Annisa Yulia Putri and I am 26 years old. I have a background in Bachelor Degree of Computer Accounting at Universitas Jakarta.

With my education background, I am confident that my qualifications and skill can contribute significantly to PT Mentari Jaya.

I'm very capable of operating various of many computer software, including Microsoft Office packages. I am a hardworking person who can work independently or in a team.

I hope you can give me the chance to go through an interview so explain about my skill very soon. Thank you for your time.

Best regards,

Annisa Yulia Putri